

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Area Indian Health Service

Office of Human Resources, Two Renaissance Square

40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

The Indian Health Service is an Equal Opportunity Employer.

LONG TERM TRAINING	OPENING DATE: October 1, 2006	CLOSING DATE: September 30, 2007
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CLINICAL LABORATORY SCIENTIST/MEDICAL TECHNOLOGIST

AREA OF CONSIDERATION: IHS WIDE

JOB DESCRIPTION: The "Pathways Into Health Initiative" is a long-term training program that will sponsor, through IHS Area Offices or Service Units, IHS-employed GS-645 Medical Laboratory Technicians or GS-644 Medical Technologists while enrolled in the Distance Education Clinical Laboratory Science Program. This program, in collaboration with the University of North Dakota, will lead to a baccalaureate degree in Medical Technology/Clinical Laboratory Science and certification as a MT (ASCP) or CLS (NCA). Course work will be taken incrementally and completed according to requirements set by the University of North Dakota. The award recipient will continue IHS employment during the program, with paid time off for required on-campus or affiliate-hospital/laboratory studies. The intent of the "Pathways Into Health Initiative" is to supply IHS with required Clinical Laboratory Technical Supervisors/Consultants, as defined by the Clinical Laboratory Improvement Amendments of 1988. Upon program completion, the medical technologist is obligated to a Continue-in-Service Agreement. A Continue-in-Service agreement will constitute a civil service employee with a three year payback period for every year of training.

QUALIFICATION REQUIREMENTS:

The solicitation of applications for the training period is being initiated.

Applicants must possess all of the following minimum requirements:

- 1) Must have completed one year of IHS service (at initiation of training).
- 2) Must possess an "acceptable" rating for all Performance Elements on their most recent performance appraisal.
- 3) Must be a Medical Technician (GS-645) or Medical Technologist (GS-644) in the IHS.
- 4) At minimum, must possess an Associate of Arts Degree in Clinical Laboratory Science (or laboratory-related field) OR
Possess twelve or more college semester credits in a laboratory related field.

REQUIREMENT FOR CONTINUING THE PROGRAM:

Must meet the school's requirements for remaining in good academic standing. Generally, students must earn a 2.0 term GPA and cumulative GPA prior to entering the UND CLS program. Students with a 2.8 or lower

cumulative GPA may be admitted to the UND CLS program on probationary terms, but must obtain a 2.8 term GPA or higher for the remainder of the program, otherwise they may not continue.

METHODS OF EVALUATION:

RATING CRITERIA: Applicant will be rated on the following criteria:

Number of semester credits applicable to CLS curriculum requirements – 25%

Number of years employed in the laboratory field – 25%

Supporting Information – 50%

- Narrative Statement—A typed statement describing the reasons for seeking training in clinical laboratory sciences, including a statement of short and long-term career interests and goals and a discussion of the perceived role of this training in achieving career goals. The narrative should describe the applicant's experience in the laboratory disciplines of Chemistry, Hematology, Microbiology, Immunology, Clinical Microscopy, and Blood Banking. Web-based long distance training will require self-discipline and self-direction. The applicant should consider addressing plans for meeting the time requirements of employment and course work.
- Recommendations

Final selection for this long-term training position is subject to tentative acceptance into the University of North Dakota's Clinical Laboratory Sciences Program after the applicant has submitted to the University the required documents. This may include the University's evaluation of the individual's specific curriculum requirements that would lead to successful completion of the program.

HOW TO APPLY/REQUIRED FORMS:

APPLICATION MATERIALS

- 1) Most Recent SF-50
- 2) Copy of the most recent Performance Appraisal
- 3) Three Letters of Recommendation, to include current immediate supervisor
- 4) Resume
- 5) Narrative Statement (Described Earlier)
- 6) Copy of Official College Transcripts
- 7) Listing of Continuing Education activities for past five years
- 8) Addendum to Declaration for Federal Employment (OF 306) for Child Care and Indian Child Care Worker Positions
- 9) Signed statement of financial support from current IHS immediate supervisor, IHS facility director, and IHS Area Director (see attached)

Application and required forms must be submitted to:

Jenette L. Benham
Native American Cardiology Program
Pathways into Health
MedStar Research Institute/SANDS
7032 Grand Junction Avenue
Las Vegas, Nevada 89179

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

For Further Information on the Application Process: (Call 602-364-5235 to contact Marla Polk)

For Further Information on the Pathways into Health Program: (Call 702-452-9110 to contact Jenette Benham)

ATTACHMENT A
APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive of the Federal Government.

CERTIFICATION OF REGISTRATION STATUS

Check one:

- ☐ I certify I am registered with the Selective Service System.
- ☐ I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.
- ☐ I certify I have not registered with the Selective Service System.
- ☐ I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

NON-REGISTRANTS UNDER AGE 26

If you are under age 26 and have not registered as required, you should register promptly at the United States Post Office or consular office if you are outside the United States.

NON-REGISTRANTS AGE 26 OR OVER

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel agency Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision though the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register to register was neither knowing nor willful.

PRIVACY ACT STATEMENT

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C 3328, failure to provide the information requested by the statement failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

FALSE STATEMENT NOTIFICATION

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment. (Section 1001 of title 18, United States Code)

Legal signature of individual {please use ink}

Date signed {please use ink}

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. *Please do not send completed data collection instruments to this address*

STATEMENT OF FINANCIAL SUPPORT

Pathways into Health

Pathways into Health was formed to create an innovative health sciences professional education program focused on the educational needs of American Indians and Alaska Native students and the health care needs of AI/AN communities. This is an educational partnership that combines the expertise, resources, and strengths of universities, tribes, the Indian Health Service, and AI/AN communities. The three main goals are;

1. to recruit qualified students from AI/AN communities who will matriculate, graduate and practice in AI/AN communities as health professionals,
2. to create an inter-disciplinary and cultural-reinforcing educational environment using traditional and innovative curricular methods, and
3. to improve the health of AI/AN communities by graduating professionals capable of providing high quality and culturally appropriate clinical care.

Clinical Laboratory Science Program

The *Clinical Laboratory Science Program* has been developed by *Pathways into Health* in order to address recognized shortages in this field. It is a flexible, individualized training program involving distance learning in collaboration with the University of North Dakota. Costs associated with the program will vary depending upon the applicant's educational background and the number of courses required for the individual to complete the Program of Study. Cost will also vary depending on tuition and charges dictated by the local colleges attended and the University of North Dakota.

Indian Health Service Long-term Training

Current Indian Health Service (IHS) employees may enter the *Pathways into Health Clinical Laboratory Science Program* through the IHS Long-term Training process. This allows internet access and training while working full time in an IHS facility. In accordance with the federal IHS Long-term training policy, all of the costs incurred and approved for training an employee through this program are to be covered by the IHS Area or Service Unit in which the employee is now stationed.

Approval of Financial Support by IHS Area

_____ is a full-time equivalent employee presently employed at _____.

The _____ Area agrees to full financial support, the execution of an HHS-350, and a Continue-in-Service Agreement in accordance with federal regulations and the IHS Long Term Training Policy. The Area Training Coordinator and Area Finance Accountant for Training will follow this student to ensure that the student remains in good standing and that local requirements for payment of tuition are met.

_____ Area Director

_____ Service Unit Director

_____ Laboratory Director

_____ Date